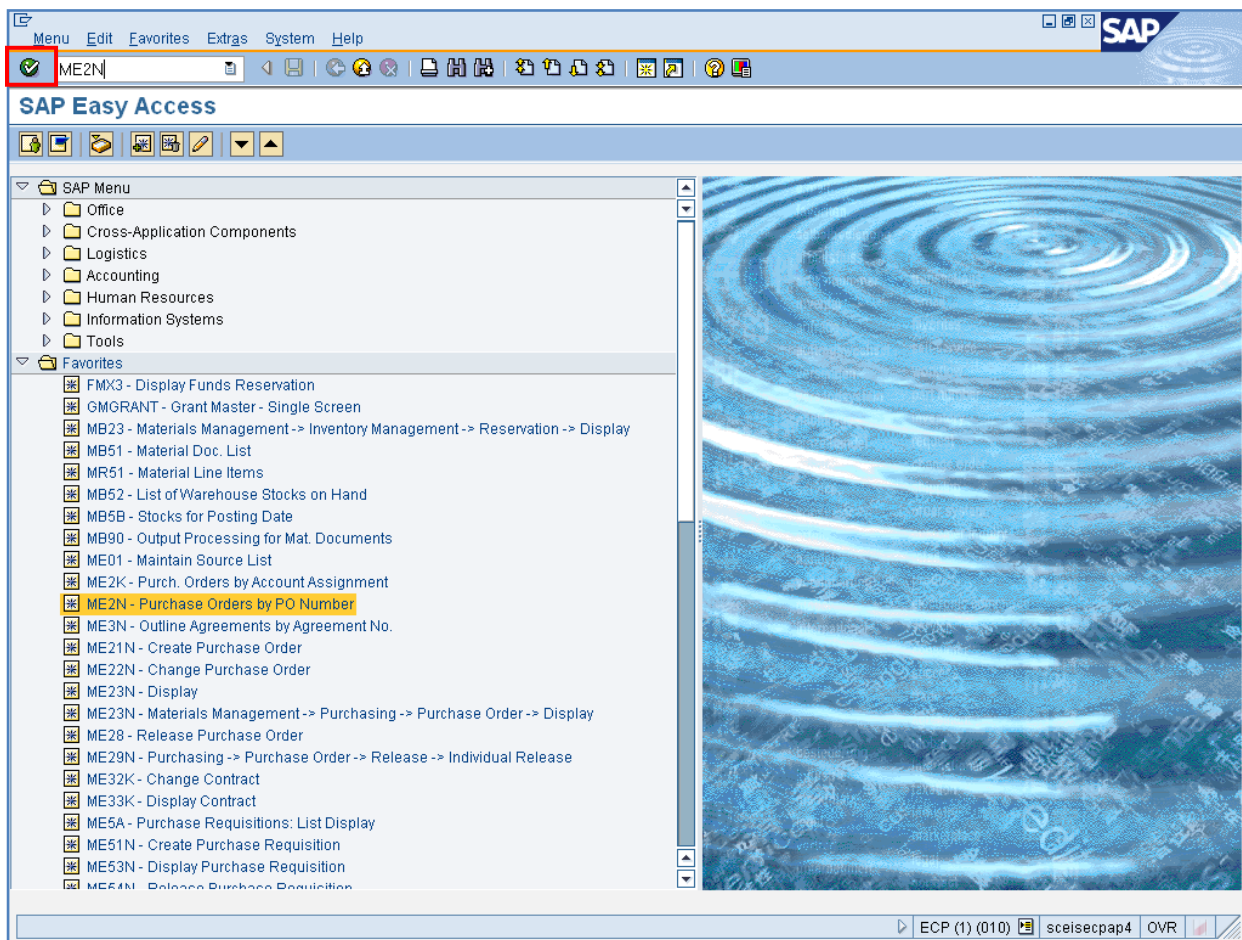# How to Gather the Data for ZSTD Document Types Set-up as ZBLT
Wednesday, March 28 Updated Version

Purpose: The following provides instructions for the use of the SCEIS Transaction Code, ME2N, to gather the data for your Plant(s) to review Standard Purchase Order Document Types set up as Blanket Purchase Order Document Types.

You can use this report to review PO Document Types, which may be set up incorrectly and therefore can create problems with Goods Receipt, Invoice Receipt and ZMRBR. After the report is created, you will have the option of using the data in ME2N and/or exporting the data to an Excel spreadsheet.

In the SCEIS Easy Access Command Field, key-in the following Transaction Code, "ME2N," and select the execute icon (boxed in red in the screen shot below), or press the "Enter" button on your keyboard.

The screen will change to the configuration shown in the screen shot below.

From this screen, "Purchasing Documents per Document Number," you can key-in multiple search/selection data:

- At the minimum, you should enter your plant code and the Document Dates you need. The Document Date is the date on which the PO was created.
    - Take into account if you have rolled forward Purchase Orders from a prior fiscal year when determining the Document Date.
- If you want to include additional search criteria you may do so. For example, if you would like to run the report for a specific buyer and not the entire agency, you would need to enter the buyer's p-group in the Purchasing Group field.

Next, select the "Dynamic selection" icon in the upper left corner (boxed in red in the screen shot below).

The screen will change to that shown in the screen shot below. From this "Dynamic selection" criteria screen, select "Purchasing Document Item" (boxed in red in the screen shot below).

The screen will change to that shown in the screen shot below. From this screen, scroll down until you find "Net Order Price" (boxed in red in the screen shot below). These items **are not** listed in alphabetical order so you will need to scroll through the list.

Select Net Order Price and Double click.

The screen will change to that shown in the screen shot below. In the Dynamic selections field for "Net Order Price," (boxed in black in the screen shot below) and key in "1.00". Press the enter key on your keyboard. Then select the Execute icon (boxed in red in the screen shot below).

The screen will change to that shown in the screen shot below. SCEIS will retrieve the data which meets the selection parameters you keyed in. This ME2N report revealed the following results:

Coll. ...	Purch.Doc.	Ite...	P...	Type	PGr	Doc. Date	Vendor/supplying plant	Short Text	Matl Group	A	Plant
	4600103611	20		ZSTD	741	07/06/2011	7000052842 AMERICAN ELEVATOR CO	Misc. repairs and parts to be used on an	91013	K	NR01
	4600103611	30		ZSTD	741	07/06/2011	7000052842 AMERICAN ELEVATOR CO	Misc. labor to be used on a as needed	91013	K	NR01
	4600103723	10		ZSTD	744	07/06/2011	7000018152 CHARLESTON CO MOSQUITO ABATEMENT	Mosquito Control Svs @ MRD	48559	K	NR01
	4600104101	20		ZSTD	743	07/07/2011	7000027092 GREGORY PEST SOLUTIONS	Additional pest control services	91059	K	NR01
	4600104453	10		ZSTD	741	07/08/2011	7000098724 VIRGINIA INSTITUTE OF MARINE	Disease testing for oysters	96100	K	NR01
	4600104599	20		ZSTD	743	07/11/2011	7000121185 AIRGAS NATIONAL WELDERS	Misc/Hazardous charges for filling of	96100	K	NR01
	4600105721	20		ZSTD	742	07/13/2011	7000135519 WATER PURIFICATION TECHNOLOGIES LLC	Misc. parts and repairs as needed	96896	K	NR01
	4600106828	20		ZSTD	741	07/15/2011	7000036462 CULLUM SERVICES INC	Regular labor rate @$90.00/hr with	96100	K	NR01
	4600106828	30		ZSTD	741	07/15/2011	7000036462 CULLUM SERVICES INC	Parts and Material for HVAC repairs	96100	K	NR01
	4600113896	20		ZSTD	741	08/11/2011	7000028530 CHARLESTON RIGGING & MARINE	Misc. Parts and repairs to boat hoist	96145	K	NR01
	4600115384	20		ZSTD	741	08/19/2011	7000117228 BROCKINGTON & ASSOCIATES INC	Archaeological Survey for	92586	K	NR01
	4600116842	20		ZSTD	741	08/25/2011	7000121185 AIRGAS NATIONAL WELDERS	Rental fee for 2 - 337cu ft cylinders	97500	K	NR01
	4600116842	30		ZSTD	741	08/25/2011	7000121185 AIRGAS NATIONAL WELDERS	Misc. supplies (new small tanks,	93878	K	NR01
	4600116975	40		ZSTD	742	08/26/2011	7000072085 SOUTHEAST PATHOLOGY INSTRUMENT	Travel and mileage charges	93881	K	NR01
	4600118646	20		ZSTD	741	09/06/2011	7000174118 CHARLESTON SITE UTILITIES LLC	Miscellaneous Repairs	72056	K	NR01
	4600119455	20		ZSTD	741	09/09/2011	7000010841 IRRIGATION BY DESIGN	Misc Repairs	89003	K	NR01
	4600154459	10		ZSTD	742	03/06/2012	7000142310 URS CORPORATION ATLANTA	MAS FY11.21: Perform Discovery	96258	K	NR01
	4600154924	10		ZSTD	742	03/07/2012	7000153247 AECOM	MAS No FY11.20:	96258	K	NR01

You will need to validate each PO on the list to determine if the standard document type needs to be changed to a blanket document type.

To make changes to any of the POs listed in the ME2N report:
- You can double click on any PO and SCEIS will transport you to the PO in an ME23N transaction.
- Now you can review the PO and make any necessary changes.
- After you save your work, SCEIS will transport you back to the ME2N to review a different PO.